

FAASafety.gov
Help Manual for Version 5.0
Federal Aviation Administration
October 1, 2006

Gold Systems Inc.

FAASafety.gov Help Manual for Version 5.0

Table of Contents

Section 1 – Overview	3
1.1 – Introduction	3
1.2 – System Requirements	3
1.3 – Definitions	3
1.4 – Further Help and Contact Information	4
Section 2 – Accessing the Administrative Sections.....	5
2.1 – Logging onto the system	5
Section 3 – Administrative Navigation.....	7
3.1 – My FAASafety.gov Home Page	7
3.2 – Event Management:	8
3.2.1 – Create a New Event	8
3.2.2 – New Event	9
3.2.3 – Modify or Revise an Event	20
3.2.4 – Event Close Out	21
3.2.5 – My Event Templates	23
3.2.6 – Event Template Enhancements.....	23
3.3 – Event Registration Administration	24
3.4 – Event Cost Reporting	27
3.5 – Event Report Builder.....	27
3.6 – Notice Management.....	30
3.6.1 – Create a New Notice	30
3.6.2 – Modify or Revise a Notice.....	32
3.6.3 – Approve a Notice.....	33
3.6.4 – Creating Notice Groups	33
3.6.5 – Notice Permission	34
3.6.6 – Creating a Notice Type.....	34
3.7 – Content Management	34
3.7.1 – List FSDO's.....	34
3.7.2 – Local Contact and Facilities	35
3.7.3 – Seminar Suggestion Topics.....	35
3.7.4 – Notification Type Management	36
3.7.5 – District Management.....	37
3.7.6 – Marketing Text Management	37
3.7.7 – New (Hot Topics) Management	38
3.7.8 – Online Resource Management	38
3.8 – User Management	39
3.8.1 – Find a User to Manage	39
3.8.2 – Modify/Edit a User	39
3.8.3 – Permissions/User Roles	40
3.8.4 – Delete.....	43
3.9 – User Statistics Report	43
3.10 – FAASafety.gov Tools	43
3.10.1 – Geographical Statistics Tool	43
3.10.2 – Mailing List Manager	44
3.11 – Print Budget Management.....	45
3.11.1 – My Funds	45
3.11.2 – Add Funds.....	46
3.11.3 – Distribute Funds	46
3.11.4 – Move Funds.....	48
3.11.5 – Transaction History Report	49
3.11.6 – Funding Status Report.....	50

Section 1 - Overview

1.1 - Introduction

This Help Manual is intended for the use of FPMs, RFPMs, and Representatives using the FAASafety.gov site.

1.2 - System Requirements

Requirement	Description
Web Browser	<p>Although most browsers will be able to access the site, for administrative purposes, we recommend using Microsoft Internet Explorer 5.5 or above. IE 6.0 and above is preferred. The IE browser can be downloaded for free at http://www.microsoft.com/windows/ie/downloads/critical/ie6sp1/default.asp.</p> <p>You must have Javascript enabled and be able to accept cookies. These features are enabled by default. These settings can be modified the advanced features under the Internet options tab.</p> <p>The FAASafety.gov site uses browser "cookies" to record data needed to facilitate your online session. After a certain period of time, if you don't log out, the system will automatically log you out and discard any cookies associated with your session. <i>The FAASafety.gov web application cookies do not store any personal information.</i></p> <p>You should also disable any popup blocking software that you might have running. Many such utilities allow you to specify which sites are allowed to use popup windows. Simply adding FAASafety.gov to the allowed list of your utility should meet the needs for most administrative functions that require popup windows.</p>
Internet Connection	You must have an Internet connection and have your firewall configured to allow access to the www.FAASafety.gov website and its functions.
Screen Resolution	The site is best viewed at 1024x768 screen resolution and above, although 800x600 will meet the minimum requirements.
HTML Editor	The HTML editor used for event and notice management also requires a Windows 98 or later PC running Internet Explorer 5.1 or later. The spell checking utility of the editor also requires Microsoft Word 97 or later to be installed (see the "HTML Editor" section for more information).
Adobe Acrobat	To view flyers you must have Adobe Acrobat Reader installed.

1.3 - Definitions

Administrators refer to any user that has privileges above that of an airman, mechanic, Representative, visitor, or user. FAASafety Team Program Managers (FPMs), Regional FAASafety Team Program Managers (RFPMs), National FAASafety Team Managers (NFM), and super users are all considered administrators in this context.

FPMs, RFPMs, and NFM each have geographic areas of responsibility, with an FPM controlling the districts, and RFPMs controlling one of 9 national regions. The NFM has control over the entire nation. The super user will have control over all functionality. In some cases, a Representative user will be able to perform some tasks in the administrative section. An aviation Representative logically belongs below the FPM of a geographic region.

Once an administrator has logged in, they have additional navigation items available in order for them to perform their management functions. Higher levels of administrators will have more functionality available.

1.4 - Further Help and Contact Information

Many issues regarding use of the site can be resolved by reading the help text located underneath each select item. If you have specific questions that are not addressed in this manual or the help text on the site please contact:

James E. Pyles
National FAASTeam Outreach Manager (NFOM)
1020 North Flyer Way
Salt Lake City, UT 84116-2984
james.e.pyles@faa.gov
801-257-5071

Section 2 - Accessing the Administrative Sections

2.1 - Logging onto the system

Before attempting to log onto the system, you must register and be given administrative access. Please contact your supervisor to be granted permissions for your area of responsibilities. You will still be able to register and use the system, but will not be able to use the advanced features of the site until your request for administrative access has been approved and set up.

Administrative users will log onto the system from the home page located at www.FAASafety.gov. They may either log in on the left hand side or click the "Login" link in the top navigation. As seen in the image below, the login information is located on the left hand side of all pages unless you are already logged in. Administrators enter their email address and the password that they have been assigned. Passwords are case sensitive. Upon successful logon, the administrator will be presented with left hand navigation in place of the login boxes.



Upon successful logon, you will be presented with left hand navigation. This will consist of the standard user options as well as administrative tools respective to your permissions. The standard options are the same for all users, regardless of permissions. These tools allow users to change personal preferences and settings for the currently logged in user.

Welcome to FAA Safety.gov, [nspm@faasafety.gov](#)

FAASafety.gov

[FAA Home](#) | [FAASTeam Home](#) | [News](#) | [About FAASTeam](#) | [Learning Center](#) | [SPANS](#)
[Search Events](#) | [Published Notices](#) | [My Home](#) | [Account Preferences](#) | [Logout](#)

Search FAA Safety.gov:

My Events

You are registered for the events listed below. To search for additional events, [click here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Review
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

To modify your registration or additional attendees, click the button to the right of the event.

To unregister from an event, click the button to the right of the event.

Results 1 to 8 of 8 total Show me 10 results per page

Date ▼	Title and Description	Location / Distance
Monday Oct 3, 2005 12:00 am AFS07760	FAA Wings Safety Seminar Topic: Light Out in Military Operating Areas A "WINGS" safety briefing will be conducted by the 299th Range Control Squadron about the upcoming "Light Out" operations in Military Operating Areas (MOA's). Special Use Airspace will also discussed. The FAA has approved Military aircraft to operate with lights out while established in specifically approved Military Operating Areas(MOA's). The specific details will be discussed and questions will be answered during this safety briefing.	 Orem, UT 84058 403.7 miles from 80249
Thursday Oct 5, 2006 7:00 am WP118580	24th Annual Nevada State Aviation Maintenance Seminar Topic: Aircraft Maintenance Seminar and IA Renewal The Annual Nevada State Aviation Maintenance Seminar has moved to a new location and time. The 24th Annual Nevada State Aviation Maintenance Seminar has moved to the Reno Hilton and the dates have changed to October 5-6, 2006. Call the Hilton at 775-789-2129 and ask for the special room rate for the AVIAL/FAA Maintenance Seminar.	 Reno, NV 89595 View Map 871.6 miles from 80249 0.25 credits

Results 1 to 8 of 8 total

Event Management
[Create a New Event](#)
[Modify or Revise an Event](#)
[Approve Events](#)
[Close Out Events](#)
[Event Template Management](#)
[Event Cost Report](#)
[Safety Counselor Reports](#)
[Event Report Builder](#)

Notice Management
[Print Budget Management](#)
[Pilot Proficiency Program - WINGS](#)
[Lendable Asset System](#)
[Consumables](#)
[User Management](#)
[Content Management](#)
[System Administration](#)
[faasafety.gov Tools](#)
[ALC Library Management](#)
[ALC Course Management](#)
[Help Reference](#)

My faasafety.gov Home
[My Events](#)
[My Proficiency](#)
[My Courses](#)
[Aviation Learning Center](#)
[FSDO Lending System](#)
[Preferences](#)
[Search All Events](#)
[Published Notices](#)
[Local Contact Information](#)
[Seminar Topic Suggestions](#)

Section 3 - Administrative Navigation

Depending on the permissions assigned to your administrative account, you may have the following tools accessible to you. The administrative navigation is as follows:

<i>Event Management</i>
Create a New Event
Modify or Revise an Event
Approve Events
Close Out Events
Event Template Management
Event Cost Report
Safety Counselor Reports
Event Report Builder
<i>Notice Management</i>
<i>Print Budget Management</i>
<i>Pilot Proficiency Program - WINGS</i>
<i>Lendable Asset System</i>
<i>Consumables</i>
<i>User Management</i>
<i>Content Management</i>
<i>System Administration</i>
<i>faasafety.gov Tools</i>
<i>ALC Library Management</i>
<i>ALC Course Management</i>
<i>Help Reference</i>

The new administrative navigation uses a drop down feature. Each function is provided with a navigation header for example, Event Management, if you click on this, you will get the drop down with each of the areas you manage. This new drop down navigation provides a much more concise admin page where only the area headers are shown.

3.1 - My FAASafety.gov Home Page

The My FAASafety.gov Home page has been redesigned to list **ONLY** a few of the events with in the user's preferences. There are links so that the user can view **ALL** events that are within their preferences.

My FAASafety.gov Home

Welcome to FAASafety.gov! Below you'll see a list of events and courses which you are registered for or that meet your preference criteria. To change your preferences, [click here](#). You may also do an [Event Search](#) to find more events on your favorite topics. If you have a need for information on a particular subject please use the [Site Suggestions](#) function to let us know how we can help you with your safety needs.

Courses Icon Legend

Begin/Resume Course Withdraw From Course Review Course View Certificate

My Courses (Click here to access "My Courses")

Course Title	Description	
The Art of Aeronautical Decision-Making	This course presents a framework for developing situational awareness, evaluating options, and making safe decisions.	

Here are a few upcoming events within 50 miles of 19810 and within 50 miles of 84123 .
[Click here to show all upcoming events.](#)

Date	Title and Topic		Location / Distance	
Oct 3, 2006 7:00 pm EA1712223	Approach and Landing- how well are you prepared? <i>Topic: Approach and Landing- are you prepared?</i>		Philadelphia, PA 19114 View Map 2141.6 miles from 84123	
Oct 3, 2006 7:00 pm AFS012302	Do The Right Thing: Decision Making for Pilots <i>Topic: Do the Right Thing: Decision Making for Pilots</i>		Salt Lake City, UT 84105 View Map 5.8 miles from 84123	
Oct 5, 2006 7:00 pm EA1712222	Ballistic Parachute Safety for Pilots and 1st Responders <i>Topic: Ballistic Parachute Safety for Pilots and First Responders</i>		Hammonton, NJ 08037 View Map 2155.6 miles from 84123	
There may be more upcoming events meeting your preferences that are not shown here. Click here to show all events meeting your preferences.				

3.2 - Event Management:

Event management uses the a Text Box Editor. The only requirements for using the new Text Box Editor is having JavaScript enabled on your computer.

To access Event Management, click on the Event Management link in the left hand navigation and you will see a drop down of possible options depending upon your permissions.

Event Management
Create a New Event
Modify or Revise an Event
Approve Events
Close Out Events
My Event Templates
Event Cost Report
Event Report Builder

3.2.1 - Create a New Event

To add a new event, click on "Create a New Event," which walks you through three pages of information you will need to specify for the new event:

Basic Event Information

Distribution Criteria Selection

Estimate Event Costs

3.2.1.1 - Event Quick Bar

You will notice that at the top of each of the event creation screens, you will have an "Event QuickBar". This utility allows administrative users to move to any page in the event creation process without first completing previous pages, as it currently functions.

You will have the ability to link to "Event Details", "Distribution Criteria", "Cost Estimates", and "Submit Event" without first having to enter all required fields.

Working Event: <i>(no title)</i>		Your Region: NM (Northwest Mountain Region)	
Date: Thu, Oct 12, 2006 at 12:00 AM		Select Number: NM0012389	
Event Details	Distribution Criteria	Cost Estimates	Submit Event

3.2.2 - New Event

The figures below show the first event creation page where you specify basic event information (you will need to scroll to the end of the event creation page to see its entire contents).

The general event information page **will not** have a default value selected for "am/pm". The event administrator must select one of the two options. If the event administrator attempts to submit the event without selecting "am" or "pm", an error will be reported.

Working Event: <i>(no title)</i>		Your Region: NM (Northwest Mountain Region)	
Date: Thu, Oct 12, 2006 at 12:00 AM		Select Number: NM0012389	
Event Details		Distribution Criteria	
Cost Estimates		Submit Event	

Use the form below to enter your event information.
(● indicates a required field, ● indicates an error)

● **Event Date and Start Time**
Enter start date and time here. For multi-day events, enter additional event date and time information in the description sections below.
Oct 12 2006 at 12 : 00 :
You may not schedule an event for midnight.

● **Title of Event**
128 character maximum
When pasting from MS Word, please click the "Clean MS Word HTML" button.

● **Location / Name of Facility**
Enter the name of the location for this event (i.e., "Rocky Mountain College")

● **Address and Zip Code**
Do not enter city and state.
Only enter the street address here. **Do not enter city and state.** The city and state will be retrieved based on the zip code you enter.
 (address line 1)
 (suite or bldg #)
Zip Code:
Show the Map Link? ☐ Yes ☒ No
(Select Yes if the address above is a valid street address.)
[Preview Map](#)

● **Nearest Airport**
Enter the 3 or 4 letter airport code of the nearest airport

● **Directions and Room Number**
Keep directions concise
When pasting from MS Word, please click the "Clean MS Word HTML" button.

Event Topic
128 character maximum
When pasting from MS Word, please click the "Clean MS Word HTML" button.

Brief Description of Event
This text appears on flyers and on event previews. Your content must fit on a single page for the PDF flyer. You will be warned if it doesn't.
When pasting from MS Word, please click the "Clean MS Word HTML" button. [Preview Flyer](#)

Full Description of Event & Acknowledgement of Industry Sponsor(s)
Include details not otherwise entered on this form.
When pasting from MS Word, please click the "Clean MS Word HTML" button.

Sponsoring FAA Facility
FSDO, Air Traffic Control Facility, etc.

Speaker(s)
Separate multiple speakers with commas.

Allow Online Event Registration?
If yes, you must complete the seats and notification values below.
☒ Yes ☐ No

Total Available Seats and Notification Threshold Value
When this percentage of seats have been registered for online, you will receive a notification email.
0 total seats; notify me when 85 % are filled.

Contact Information
Name: James McKenna
Phone: (000) 000-0000
Email: jh1stripes@hotmail.com

Fly-in or Not?
☐ Yes ☒ No

WINGS Credits
Currently Unavailable for Selection


Additional Public Event Documents
You may upload additional PDF files for this event. These files will be available to the public for viewing. **Do NOT upload the event flyer here!** This can be done on the next page.
[Click here to upload files](#)
No files have been uploaded to the server.


[Next Page](#) [Save in Progress](#) [Preview Flyer](#)


[Event Details](#) [Distribution Criteria](#) [Cost Estimates](#) [Submit Event](#)

Enter the information as requested in the fields provided.

Spell Checking and Formatting

*If you are cutting and pasting from Word, before doing any formatting of the form you need to click on the **"convert Word"**  icon.

Some fields will have an icon next to them for spell checking that looks like this: . We strongly recommend that you use the spell checking utility, as it is easy to make and submit events with spelling errors. The spell checking utility works exactly like the utility that comes with Microsoft Word.

The "Directions and Room Number," the "Brief Description of Event" and the "Full Description of Event..." fields all use the HTML editor to give you some control over the text formatting. For the first two fields, the editor allows you to use bold, underlined, and italicized text that will be displayed both online and in the printed flyer. For the third field, you have more formatting options because the content will only be available online. You can copy text from a word processor and paste it into these fields. If you copy text, please be sure to use the **"convert Word"**  icon, or right click in the field and use the **"Paste as Text"** option. Using **Ctrl-V** to paste is discouraged and could lead to unexpected results. You should also know that these fields are not printed on the flyers exactly as they appear on this page.

Google Map Preview

This feature allows administrators the ability to preview the map while they are creating the event. By clicking on the Preview Map button, the administrator can verify that the correct map is being displayed by Google Map and make corrections if necessary.

After clicking on the Preview Map button, a pop up screen will appear similar to below*:

*Note: the user must have pop-up blockers turned off in order for the system to provide the below screen.

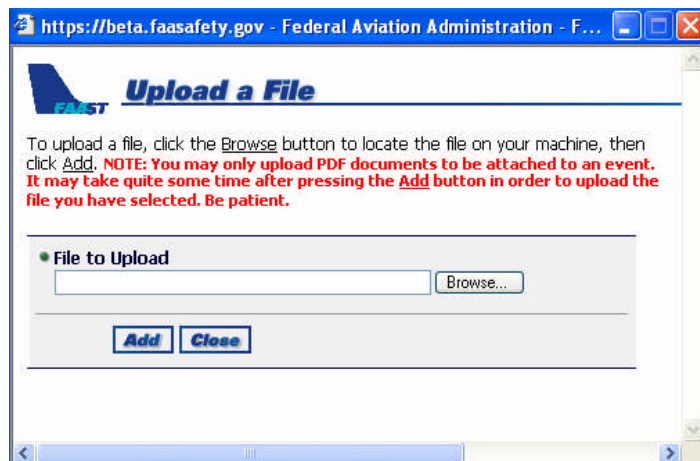
The user can then click on the link to view the Google Map map that will be provided to users accessing the site. The administrator should verify that the map is correct.

Previewing the Flyer

We strongly recommend that you preview your printed flyer (if applicable) by using the **"Preview Flyer"** button before proceeding to insure the accuracy of the flyer. A PDF version of the flyer will open in a new popup window and will be filled with the information currently on your event form. If the flyer does not look correct you should correct the content on the page and preview it again. You can also attach a custom flyer you have created (as long as you have the ability to create PDF documents). More information about this will be provided in the section that describes how to select a flyer and distribution costs.

Uploading Additional Event Documents

To upload additional documents that will be publicly accessible, you may click on the "Click here to upload files" link in the "Additional Public Event Documents" section. This will open a popup window allowing you to upload additional PDF documents that you wish to have available with your event.



Clicking the "Browse" button will bring up your local file browser so that you can select a PDF document to upload and attach to your flyer.

Note that any document you upload using this tool will be publicly available to users on the SPANS web site. If you have sensitive information that needs to be sent with a flyer, you must send it via regular email.

Saving and Continuing

After completing the basic event information, you can either click "**Next Page**" to proceed, or "**Save in Progress**" or you can "**preview flyer**" which will be sent to airmen not using the email notification system.

If you select "**Save in Progress**," any information that has been entered in this form will be saved, but it will not be submitted for approval. You can then access this event again by clicking on the "**Modify or Revise an Event**" link from the left hand navigation. Using the "**Save in Progress**" feature will allow you to finish creating this event at a later time.

To proceed to the next step in the event process, click the "**Next Page**" button. If event information is missing or not entered incorrectly when you click on "**Next Page**" you will be allowed you to proceed and errors will be shown in red text above the fields needing correction when you submit the event for approval.

The next page is where you will provide distribution options.

3.2.2.1 - Select Distribution Criteria

How to Distribute Notifications

If you wish to post this information on the web only, you can skip the distribution criteria selection step and simply click on the "**Next Page**" at the bottom of the form.

Notification distribution refers to the geographical selections, user type selections, and airmen certificate selections. You will also specify how the notification is distributed, and you will have the option to provide a custom flyer.


The first items to complete on the Distribution Criteria is to select the date you want to notify airmen by also if you are sending this notification by postal mail, you must also select a date to send this information to the print facility.

The **Date to Notify Airmen** is the date that the SPANS system will send out email notifications to airmen. This is defaulted to 14 days. It is recommended that you select a date 4 weeks or more prior to the event in order to allow airmen ample time to review and sign up for the event. This option has *no effect* if you select email only as your distribution parameters.

The **Date to Send to Print Facility** is the date that DAPS will be instructed to send out postal flyers for this event. This option has no effect if you select to send email notices or simply post the event on the web only. The system will require you to give the print facility a minimum of 16 days advance, it is recommended to give at least 21 days notice and the system defaults to 21 days.

Select Distribution Criteria

Working Event:		Your Region: NM (Northwest Mountain Region)	
Date: Thu, Oct 12, 2006 at 12:00 AM		Select Number: NM0012389	
Event Details	Distribution Criteria	Cost Estimates	Submit Event

In this step, you will select your criteria for distributing the event notice. When selecting geographic parameters, you may click the  icon to remove a specific selection.

•Date to Notify Airmen
This is the date emails will be sent to SPANS users.


Sep 28 2006 You should allow a 2-week lead time.

•Date to Send to Print Facility
This is the date that the print facility will receive this print job.

Sep 28 2006 Recommended lead time of 21 days.

Distribution Criteria
User preference New Event Notifications

Save Load

Total Distribution Statistics		Add Set 
FAASafety.gov Users	0	You have not defined any selection sets. Create a New Set
Users which are Opted Out	0	
Total Emails to be Sent	0	
Airmen from the Registry	0	
Invalid Postal Addresses	0	
Total Postcards to be Sent	0	
Grand Total Notified	0	

Use the "Modify Set" link above, or click "Add Set" to create a new set.

After selecting the date to Notify Airmen and the Date to Send to Print Facility you can now select the distribution criteria.

Selecting Distribution Criteria

To select a distribution range, click on the **Add Set** in the upper right hand corner of the Distribution Criteria screen. You will notice that you are now presented with three criteria sections, Geographical Criteria, Certificates and Ratings, and User Types. You can also provide a name for this particular set so that it can be saved for future use. The default name will be Set #1, Set #2, etc.

3.2.2.2 - Geographical Criteria

You can select to distribute by:

Zip Code & Radii

You have the option of selecting a zip code or City Name and a radius. If selecting a City Name you must enter the entire name and then click on the Green Arrow, this will list out possible city matches, with the corresponding zip code. You then select the city you wish and after selecting the radius you wish, click on the **ADD** button and this will modify your distribution criteria.

Counties

You also have the option of selecting counties within a state. Simply select the State from the drop down list, and then select the counties you wish to include. You can use the Shift or CTRL keys to select multiple counties then click on the **ADD** button and this will modify your distribution criteria.

States

You also have the option of selecting an entire state. Simply select the State from the drop down list, you can use the Shift or CTRL keys to select multiple states then click on the **ADD** button and this will modify your distribution criteria.

Districts

You also have the option of selecting by districts. Simply select the district from the drop down list, you can use the Shift or CTRL keys to select multiple districts then click on the **ADD** button and this will modify your distribution criteria

Certificates and Ratings

after selecting the geographical criteria you can then select the certificates and ratings. Click on the Add Certificates/Ratings and then check the specific boxes you wish to add to the distribution criteria. After you have made your selection scroll down and click on the **Save Selection** button.

	Airline Transport Pilot	Commercial Pilot	Private Pilot	Student Pilot	Sport Pilot	Recreational Pilot
Pilots						
<input type="checkbox"/> Check for all Pilots , uncheck for none	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Airship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Multiengine Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Multiengine Land Limited to Center Thrust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Multiengine Sea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Airplane Single Engine Land	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Airplane Single Engine Sea	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Lighter-than-Air Free Balloon		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Aero Tow Only		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Ground Tow Only		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Ground Tow and Self Launch		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Glider Self Launch		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Rotorcraft Gyroplane	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Rotorcraft Helicopter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/> Instrument Airplane		<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Instrument Helicopter		<input type="checkbox"/>	<input type="checkbox"/>			
Instructors						
<input type="checkbox"/> Check for all Instructors , uncheck for none	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Advanced						<input type="checkbox"/>
<input type="checkbox"/> Airplane Multiengine				<input type="checkbox"/>		
<input type="checkbox"/> Airplane Single Engine				<input type="checkbox"/>		
<input type="checkbox"/> Basic						<input type="checkbox"/>

User Types

If you wish to select specific user types, click on the **Add User Types** and then check the appropriate boxes, then click on **Save Selections**.

<input type="checkbox"/> Administrator
<input type="checkbox"/> NFM
<input type="checkbox"/> RFPM
<input type="checkbox"/> FPM
<input type="checkbox"/> ATC
<input type="checkbox"/> Representative

3.2.2.3 - Total Distribution Criteria (NEW)

Note: The system will allow events to be created outside the creator's area. Care must be taken to monitor the number of airmen invited, and the cost involved. When the event is submitted for approval that goes outside the region, a visual indicator is given to the approver.

After selecting the distribution criteria you can now select to either send this information via email, postal mail, both or only put the information on the web.

You will notice that after you select the various geographical, certificates and ratings, and user types that a red **Update** button shows up in two places, one next to the Total Distribution Criteria and one next to Distribution Statistics and Options.

Distribution Criteria
User preference [New Event Notifications](#) [Save](#) [Load](#)

Total Distribution Statistics **UPDATE**

faasafety.gov Users	930
Users which are Opted Out	79
Total Emails to be Sent	851
Airmen from the Registry	2,485
Invalid Postal Addresses	4
Total Postcards to be Sent	2,481
Grand Total Notified	3,332

Set #1 **Add Set**

[Modify Set](#) [Delete Set](#)

Name of This Set
Set #1

Distribution Statistics and Options **UPDATE**

☒ 0 emails ☒ 0 postcards

Geographic Criteria

Zip & Radii
84123, 10 miles (Salt Lake City, UT)

Counties
None selected

States
None selected

Districts
None selected

Certificates and Ratings
[Add Certificates / Ratings](#)
None selected

User Types
[Add User Types](#)
All selected

You must select emails, postcards, or both by checking in the box next to Emails and postcards and then click on the **Update** button. The system will then calculate, based on your distribution criteria, the number of emails and postal mail that will be sent.

Distribution Criteria
User preference [New Event Notifications](#) [Save](#) [Load](#)

Total Distribution Statistics **UPDATE**

faasafety.gov Users	0
Users which are Opted Out	0
Total Emails to be Sent	0
Airmen from the Registry	0
Invalid Postal Addresses	0
Total Postcards to be Sent	0
Grand Total Notified	0

Set #1 **Add Set**

[Modify Set](#) [Delete Set](#)

Name of This Set
Set #1

Distribution Statistics and Options **UPDATE**

☒ 851 emails ☒ 2,481 postcards

Geographic Criteria

Zip & Radii
84123, 10 miles (Salt Lake City, UT)

Counties
None selected

States
None selected

Districts
None selected

Certificates and Ratings
[Add Certificates / Ratings](#)
None selected

User Types
[Add User Types](#)
All selected

Then you can check the distribution statistics by clicking on the **Update** button next to the Total Distribution Statistics. The system will then display the number of users that will receive email and postal mail.

Distribution Criteria
User preference *New Event Notifications* Save Load

Total Distribution Statistics	
faasafety.gov Users	930
Users which are Opted Out	79
Total Emails to be Sent	851
Airmen from the Registry	2,485
Invalid Postal Addresses	4
Total Postcards to be Sent	2,481
Grand Total Notified	3,332

851 Set #1

2,481 Modify Set Delete Set

Add Set

"Modify Set" above or click "Add Set"

You can then modify the set, add another set, or delete the current set. If you select to delete the set, you would be presented a screen where you must verify you want to delete the current set as displayed below.

Distribution Criteria
User preference *New Event Notifications* Save Load

Total Distribution Statistics	
faasafety.gov Users	930
Users which are Opted Out	79
Total Emails to be Sent	851
Airmen from the Registry	2,485
Invalid Postal Addresses	4
Total Postcards to be Sent	2,481
Grand Total Notified	3,332

851 Set #1

2,481 Modify Set Delete Set

Add Set

Are you sure you want to permanently delete this set from these selection parameters?

If you select to **Modify** the set, you will be presented with the same option to modify the geographical criteria, certificates and ratings, user types and the option to remove the check box on emails or postcards.

If you select to **Add** another set, you will then go through the same steps you used to create the first set.

*Total Distribution Criteria Definitions

faasafety.go Users – This is the total count of users in the database that meet the criteria you have selected.

Users which are Opted Out – This is the count of users that are in the SPANS system, but have chosen NOT to receive new event notifications on their preferences page.

Total Emails to be Sent – this is the number of users less the number of users that have opted out.

Airmen from the Registry – This is the number of airmen from the OKC database which have not provided an email address, but meet your selection criteria and will receive postcards.

Invalid Postal Addresses – This is the number of users in the system that have had postcards returned to SPANS and have been removed from the list of users to receive postcards.

Total Postcards to be Sent – this is the number of users less the number of users that have invalid postal addresses.

Grand Total Notified – This is the sum total of Emails to be Sent and Total Postcards to be Sent.

Saving and Loading Distribution Criteria

Save – This icon allows you to save distribution lists so that they can be used again at later times. This can be a big time saver if you find you are sending out notices to the same people multiple times. Simply click on the Save, provide a unique name and click on the save button. ***Please note, that only one saved set can be loaded!** If you need to load more than one set, you must do it manually by clicking on the **Add Set** button.

Load – This icon allows you to load previously saved distribution lists. Select from the list of previous saved lists and click on link and the distribution criteria will be loaded. ***Please note, that only one saved set can be loaded!** If you need to load more than one set, you must do it manually by clicking on the **Add Set** button.

Flyer Type and Cost

Flyer Type
Printing costs are provided for each flyer type based on the selection criteria above.

NOTE: If you do not select "Standard Postcard", you must upload a custom flyer in the field below, unless you select "No Flyer".

Italicized items indicate automatic PDF generation.

Custom PDF Flyer
Only if you selected a flyer type above that requires a PDF document.

Flyer Type / Cost

☐ Do not use a flyer
Cost: **\$0.00**

☒ *Standard Postcard*
Cost: **\$351.55**

☐ Custom Postcard
Cost: **\$351.55**

☐ 2-Page 8.5 x 11
Cost: **\$1,406.20**

Current Print Funds for NM

Available, Unallocated Funds	\$100,439.09
Allocated Funds	\$0.00
Allocated Funds + Approved Funds	\$0.00
Spent Total	(\$394.62)
Actual Balance	\$100,439.09
Requested Funds	\$0.00

No funds have been allocated to this event.

Your select number is NM0012383.

[Previous Page](#)
[Next Page](#)
[Save in Progress](#)

Event Details
Distribution Criteria
Cost Estimates
Submit Event

You will have the ability to select from either **Do not use a flyer**, a **Standard Postcard**, which is an automatically generated PDF file that will be sent with the flyer information, or upload a **Custom Postcard** that will be sent. Each of the options has an estimated print cost based on the number of flyers that would be sent from the criteria you selected above.

Selecting the "Standard Postcard" option will instruct the SPANS system to automatically create a generic PDF flyer to send to DAPS. This is the auto generated flyer. If the generic flyer is not sufficient for your needs, you can create your own PDF or Word flyer and upload it to the SPANS system in the "Custom PDF or Word Flyer" field.

To

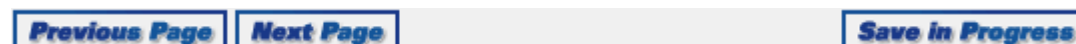
Note: You must have the correct SPANS generated select number on any flyer you want to upload in place of the SPANS generated post card. It is located in "green" just above the Custom PDF file box.

upload the flyer select the **"Browse"** button of the Custom PDF or Word Flyer section and select from your local computer the file to be sent. When you click the browse button, you will be directed to a folder on your computer. You can then select which file you want to upload from your computer by clicking on it. You can then double click on that file, or click on the **"Open"** button. That file will then be listed in the field.

Allocate and Unallocate Funds

After you have selected the correct flyer type, you can click on the "Allocate" button. This will allocate the funds for this particular flyer and will tie up the funds for this particular event. If at any point you would like to Unallocate funds, simply click on the Unallocate button and the funds will be removed from the Allocated Funds.

Once the "Select Distribution Criteria" screen has been completed, you can select the **Previous Page**, **Next Page** or the **Save in Progress** button. The Previous Page will take you to the Event Detail Page, the Next Page will continue to the next page of the process. "Save in Progress" will save the event information that can be returned to and finished later. If there are errors on the page, they must be corrected before continuing.



The next page of the event process is to estimate the event costs.

3.2.2.4 - Estimate Event Costs

If you click "Next Page" you will be taken to an Estimated Event Costs page. This page allows you to estimate the cost of the event.

Estimated Event Costs

Working Event:		Your Region: NM (Northwest Mountain Region)	
Date: Wed, Oct 11, 2006 at 12:00 AM		Select Number: NM0012383	
Event Details	Distribution Criteria	Cost Estimates	Submit Event

In this step, you will provide estimated costs for this event.

Estimated Event Costs	Category	Cost	Funding Office
Costs Printing costs are calculated to be: \$0.00 setup \$5.00 / 100 pcs. 7,031 mailers \$351.55 total mailer cost	Mailer Costs	\$351.55	Printing Funds
	Room	\$	[select code]
	Speaker	\$	[select code]
	Travel	\$	[select code]
	Equipment	\$	[select code]
	Supplies	\$	[select code]
To add a cost item, select the type and fill in the values below.			
<div>Print [select code] \$0 [select code] ADD ITEM</div>			
Total Estimated Costs \$351.55			UPDATE

Previous Page **Submit** **Save in Progress**

Event Details	Distribution Criteria	Cost Estimates	Submit Event
----------------------	------------------------------	-----------------------	---------------------

You **MUST** enter an amount in each item even if the costs are zero. You will need to select a funding office even if the amounts are zero. If you leave any cost amounts blank, this page will display an error message in red indicating that must provide costs, even if they are zero.

You may add additional cost areas by using the area in green to add new items. Once you have entered the new item and cost click on the "add item" link. To remove additional items click the "remove" link.

This page is the final page in the "Add an Event" section

Upon completion of this page, you can "Submit". The event is then sent to your supervisor for approval.

After your event has been approved or declined, you will receive a confirmation email message indicating the status of this event.

3.2.3 - Modify or Revise an Event

When you click on this link you will be presented with a list of events that have been entered into the system as shown below. From this screen, depending on your permissions, you can Modify, Delete, or find the status of an event. You can also search for an event by clicking the link in the text.

Event Management

This page lists events in your region or district, regardless of originator. Events that you have authority to modify, approve, revise, or cancel will have the appropriate links available to you. To search for other events, you can perform a search by [clicking here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Results 1 to 10 of 17 total

Show me 10 results per page

Next 7 >

Date ▼	Title and Description	Location / Distance	
Saturday Sep 30, 2006 7:00 am NM0312356	'Airworthiness for Airmen' <i>Topic: Maintenance and factors affecting operations for pilots and aircraft mechanics.</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.	Broomfield, CO 80021 View Map 397.9 miles from 84123	
Saturday Sep 30, 2006 10:00 am NM0912182	Wings Seminar and Angel Flight Fly-in <i>Topic: Runway safety, accidents and managing self-imposed stress</i> Angel Flight is hosting a Fly-In for all area pilots in conjunction with a "Wings" seminar presented by the FAA Safety Team.	Aurora, OR 97002 View Map 684.8 miles from 84123	

Administrative Icons

The following administrative tasks can be directly accessed by clicking on the appropriate icon found to the right of the event. The icons only show up when it is appropriate, e.g. a close event icon will not show up until after the event has passed.

Cancel Event- A user with appropriate access can cancel an event. A cancellation email will be sent to all users with email that have registered online for the event. Cancellation notices will not be sent if the event is not in an approved state.

Delete Event- When you click on this icon, you will be provided the basic information about the event and then will be asked to either send out the cancellation via email or to not have the cancellation sent by email. You will then be asked to confirm the deletion of this event. The event will be set as "cancelled" and will appear as a cancelled event to airmen.

Modify or Revise Event- The revise event icon will show next to an event that has been submitted for approval, and then returned for modifications before approval is finalized. Clicking on this icon will allow you to modify the event, and see what suggestions for modification were made.

Approve an Event- Events can be created that include areas outside of the creator's district or region. Care must be taken to monitor the number of airmen being invited, as well as the costs involved. When an event is submitted for approval that goes outside of the region, a visual indication is given to the approver.

Modify Event- when you click on this icon you will be presented with the information already saved in the system for that particular event. You can then make any desired changes and save the data. Any airmen that have registered for the event online will receive a notification if time or location of event has been changed.

Close Event- The close event icon will allow a user to close an event that has already passed. The details of what is involved in closing an event are explained in the Close Out an Event section 3.2.4 below.

Event Registration Information- When you click on this icon, you will be provided information about the event, as seen by the Event Statistics screen.

Event Registration Information

Below are the event statistics for the event you selected. [Click here](#) to return to the event list.

Event Information	"BJ - Alpha - 2" Thursday, March 30, 2006 at 12:00 PM <i>Located at:</i> asdf asdf Centerville, UT 84014
Event has been online for:	21.3 days
Number of Registrations:	0 registrations, 0 attendees. (Show Registrations) Click here to print
Seats:	15 seats, 12 remaining.

Distribution Criteria			
User preference New Event Notifications			
Total Distribution Statistics			
faasafety.gov Users	721	662	Set #1
Users which are Opted Out	59	1,999	View Set
Total Emails to be Sent	662		
Airmen from the Registry	1,999		
Invalid Postal Addresses	0		
Total Postcards to be Sent	1,999		
Grand Total Notified	2,661		

[Click here to download a CSV of faasafety.gov Users meeting these criteria](#)
[Click here to download a CSV of Airmen Records meeting these criteria \(Airman Registry\)](#)

(Note the files above may be large, so be patient with downloads.)

You have the option to show the list of registrations for an event, or print the list of attendees for a given event.

3.2.4 - Event Close Out

When you click on this link you will be able to see a list of events that are passed, but have not been closed out. You will have the following links (depending on your permissions):

Event Close Out

Locate the event in this list that you would like to close out.

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Results 1 to 3 of 3 total Show me 10 results per page

Date ▼	Title and Description	Location / Distance	
Tuesday Nov 1, 2005 7:00 pm NM007977	<u>AOPA Air Safety Foundation Seminar</u> <i>Topic: The Last Five Miles</i> The seminar focuses on techniques which will make those last few miles both safe and enjoyable. You will learn: * Three good reasons to descend early...and one time when it would be a big mistake! *When straight-in approach can be both safe and legal. *How to safely handle traffic pattern conflicts. *Plus much more techniques that you should be aware of.	Mountain View, CA 94043 View Map 618.5 miles from 84123	
Tuesday Sep 19, 2006 7:00 pm NM0311965	<u>Flying After Hours</u> <i>Topic: GPS For VFR Operations</i> This course offers a clear explanation of how the Global Positioning System (GPS) works and how it can be used to make VFR flying more efficient, enjoyable, and safe.	Grand Junction, CO 81506 215.5 miles from 84123	

When you click on the **"Close"** link, you are presented with an Event Close Out form. You have to complete all fields on this form in order to close the event. See form below.

Once you select the event to close out you must enter the actual costs associated with the event. Each field must be entered to close out the event. When completed, clicking **"Close Event"** will save the data and close the event.

Event Close Out

In order to close out this event, you must enter the finalized costs for this event.

Event Title and Select Number	"AOPA Air Safety Foundation Seminar" on Tuesday, November 01, 2005 NM007977			
Total Attendees	<input type="text"/>			
Final Event Costs	Category	Estimate	Actual Cost	Accounting Code
	Room	\$0	\$ <input type="text"/>	[select code] ▼
	Speaker	\$0	\$ <input type="text"/>	[select code] ▼
	Travel	\$0	\$ <input type="text"/>	[select code] ▼
	Equipment	\$0	\$ <input type="text"/>	[select code] ▼
	Supplies	\$0	\$ <input type="text"/>	[select code] ▼
	Mailer Costs	N/A	\$ <input type="text"/>	[select code] ▼
	Food		\$ 0	[select code] ▼
				ADD ITEM
Total Costs		\$0.00	UPDATE	
DAPS Print Cost		\$0.00		
Event Attendees	Attended	Name	Email	
Add Attendee				
Additional Comments	<input type="text"/>			
<input type="button" value="Close Event"/> <input type="button" value="Cancel"/>				

3.2.5 - My Event Templates

Templates can be created for Events. Common event locations, directions, topics, descriptions, etc. can be saved, greatly reducing the time to create similar events.

Event Template Library

On this page you will find a list of your personally saved event templates. To create a new event template, [click here](#).

Icon Legend



Template Name	Date Created	
FAASafety Event Template	April 25, 2005	  

To create a new template you can click on the text link in the instructions, or on the "+" symbol to the right of the template list.

Once one or more templates exist, each one will have to option to modify it allowing new changes to be made. Any template in the list will also have an icon to delete it, and an icon to create a new event using the template.

Add a New Event Template

To create a new event template, simply fill in the fields you desire below. Any fields you leave blank will stay blank when you create a new event from this template. When finished, press the [Save](#) button at the bottom of this page.

( indicates a required field,  indicates an error)

Event Template Name

This is the name that you will refer to this template.
Nobody else will see this name.

This screen allows you to create an event template. Once you have given the event template a name, you can fill out any fields as you normally do when creating an event that you feel will be the same in multiple events. Any fields you believe will change frequently can be left blank and filled out on an individual basis as the actual events are created.




















3.2.6 - Event Template Enhancements

Event templates will now be able to be created from currently in-progress or saved incomplete events. This can be created by simply clicking on the Create Template Icon on any event that has been saved.

Event Management

This page lists events in your region or district, regardless of originator. Events that you have authority to modify, approve, revise, or cancel will have the appropriate links available to you. To search for other events, you can perform a search by [clicking here](#).













Icon Status Legend

 Registration Available	 Fly-in Event	 Cancelled Event	 Event has Passed
 Map and Directions	 Incomplete Event	 Waiting for Approval	 Waiting for Revision
 Register for Event	 Modify Registration	 Unregister	
 Cancel Event	 Revise Event	 Modify Event	 Event Registration Information
 Delete Event	 Approve Event	 Close Event	 Create Template

Results 1 to 10 of 18 total

Show me 10 results per page

Next 8 >

Date ▼	Title and Description	Location / Distance	
Saturday Sep 30, 2006 7:00 am NM0312356	'Airworthiness for Airmen' <i>Topic: Maintenance and factors affecting operations for pilots and aircraft mechanics.</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.	Broomfield, CO 80021 View Map 397.9 miles from 84123	           

Create Event Template from this Event

3.3 - Event Registration Administration

Event administrators can add or remove users from the event registration. Using this tool will send an email to the registered users (if desired). By clicking on the Event Registration Icon, you will be presented with an Information screen as show below.

Event Management

This page lists events in your region or district, regardless of originator. Events that you have authority to modify, approve, revise, or cancel will have the appropriate links available to you. To search for other events, you can perform a search by [clicking here](#).

Icon Status Legend

Registration Available	Fly-in Event	Cancelled Event	Event has Passed
Map and Directions	Incomplete Event	Waiting for Approval	Waiting for Revision
Register for Event	Modify Registration	Unregister	
Cancel Event	Revise Event	Modify Event	Event Registration Information
Delete Event	Approve Event	Close Event	Create Template

Results 1 to 10 of 18 total

Show me 10 results per page

Next 8 >

Date ▼	Title and Description	Location / Distance
Saturday Sep 30, 2006 7:00 am NMD0312356	"Airworthiness for Airmen" <i>Topic: Maintenance and factors affecting operations for pilots and aircraft mechanics.</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.	Broomfield, CO 80021 View Map 397.9 miles from 84123

Event Registration Information

Event Registration Information

Below are the event statistics for the event you selected. [Click here](#) to return to the event list.

Event Information	"Airworthiness for Airmen" Saturday, September 30, 2006 at 7:00 AM <i>Located at:</i> Redstone College 10851 W. 120th Avenue Broomfield, CO 80021
Select Number	NMD0312356
Event has been online for:	9.8 days
Number of Registrations:	11 registrations, 14 attendees. (Show Registrations) Click here to print
Seats:	100 seats, 86 remaining.

Distribution Criteria

User preference New Event Notifications

Total Distribution Statistics

FAASafety.gov Users	6,853	6,371	Set #1
Users which are Opted Out	482		View Set
Total Emails to be Sent	6,371		
Airmen from the Registry	0		
Invalid Postal Addresses	0		
Total Postcards to be Sent	0		
Grand Total Notified	6,371		

[Click here to download a CSV of the email distribution meeting these criteria \[EMAIL\]](#)


[Click here to download a CSV of the postcard distribution meeting these criteria \[POSTAL\]](#)


(Note the files above may be large, so be patient with downloads.)

By clicking on the Show Registrations, you will be able to view all registrants for the event and will be able to modify, remove, or add registrants for that particular event.

Event Registration Information

Below are the event statistics for the event you selected. [Click here](#) to return to the event list.

Event Information	""Airworthiness for Airmen"" Saturday, September 30, 2006 at 7:00 AM <i>Located at:</i> Redstone College 10851 W. 120th Avenue Broomfield, CO 80021		
Select Number	NM0312356		
Event has been online for:	9.8 days		
Number of Registrations:	11 registrations, 14 attendees. (Hide Registrations) Click here to print 		
Click here to hide registrants			
	bi	80020	09/20/2006
	bche		
	MODIFY REMOVE		
	KEVIN R	80020	09/20/2006
	CON		
	kevi		
Click here to modify registrants	MODIFY REMOVE		
	Bri	80004	09/20/2006
	bco	sn.com	
	MODIFY REMOVE		
	Add Registrant Click here to add registrants		
Seats:	100 seats, 86 remaining.		

Distribution Criteria			
User preference New Event Notifications			
Total Distribution Statistics			
FAASafety.gov Users	6,853	 6,371	Set #1
Users which are Opted Out	482		View Set
Total Emails to be Sent	6,371		
Airmen from the Registry	0		
Invalid Postal Addresses	0		
Total Postcards to be Sent	0		
Grand Total Notified	6,371		

 [Click here to download a CSV of the email distribution meeting these criteria \[EMAIL\]](#)

 [Click here to download a CSV of the postcard distribution meeting these criteria \[POSTAL\]](#)

(Note the files above may be large, so be patient with downloads.)

Clicking on the Hide Registrations, you will only be presented with Event Information and Selection Statistics.

Clicking on the Modify link **below** a particular user name will allow you to add or modify registrants under that user. In the case of a SPANS user, the event administrator will only be able to modify the additional attendees and the phone number. If the registrant is not a SPANS user and registered publicly, the event administrator will additionally be able to modify the name, email address, and zip code.

As an Administrator, you can also remove registrants by clicking on the Remove link. **Note: Removing the original registrant will also remove any additional attendees that user has under him/her.** You can remove any additional attendees individually by clicking on the Modify link and then clicking on the ✕, next to each additional attendee. **Note: As soon as you click on the ✕ the user will be removed.**

Event Registration Information

Please confirm that this is the event you wish to register for, and also provide the additional information requested.

(● indicates a required field, ● indicates an error)

● Additional attendees (excluding registrant)	Full Name ✖ John Smith ✖ Jack Smith Add New Attendee: <input type="text"/> <input type="button" value="Add"/>
● Email reminder for this event?	<input checked="" type="radio"/> Yes, email me <input type="text" value="5"/> days before the event <input type="radio"/> Do not remind me
● Name (first and last)	<input type="text" value="James"/> <input type="text" value="McKenna"/>
● Email Address	<input type="text" value="jhlstripes@hotmail.com"/>
● Zip Code	<input type="text" value="84123"/>
Phone Number	<input type="text"/>
Event Information	""Airworthiness for Airmen"" Saturday, September 30, 2006 at 7:00 AM <i>Located at:</i> Redstone College 10851 W. 120th Avenue Broomfield, CO 80021 <i>Description:</i> A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	

The event administrator can also add more additional attendees by clicking on the "Add More Registrants" and using the drop-down to select the number of additional registrations. No email notification will take place after modification. Event administrators will not be able to add more than 10 total additional attendees to any single registration, nor will they be able to add more total registrants plus attendees than the current number of publicly available registration seats.

Event Registration

Please confirm that this is the event you wish to register for, and also provide the additional information requested.

(● indicates a required field, ● indicates an error)

● Number of additional attendees (excluding registrant)

● Would you like an email reminder for this event?

Event Information

0
1
2
3
4
5
6
7
8
9
10

Additional attendees

0
1
2
3
4
5
6
7
8
9
10

days before the event

not remind me

Worthiness for Airmen"

y, September 30, 2006 at 7:00 AM

at:

ne College

W. 120th Avenue

eld, CO 80021

Description:
A day of free FAA Safety Seminars covering operational and airworthiness subject areas applicable to all airmen and aircraft mechanics. Pilots may receive a "Wings" card and mechanics will receive credit for renewal for each hour of class they attend.

● Name (first and last)

● Email Address

● Zip Code

Phone Number

Continue

Cancel

3.4 - Event Cost Reporting

This report will provide information on events and their estimated/final costs. You will need to provide a date range and the region or district. Click on **"Generate"**. The results are determined by their region and the date range selected.

Event Cost Reporting

In order to generate an event cost report, please select parameters below:

From Aug 31 2006 to Sep 29 2006


Show only reports from NM (Northwest Mountain Region)

Generate

Event / Event Date	Location	Estimated / Actual Costs	Variance	Attendees / Cost per Person
Pueblo Memorial Airport Safety Day: Seminars by the Pueblo ATCT and the FAA Office of Runway Safety Sat, Sep 9, 2006	Spit Fire Grill in the Terminal Building Pueblo, 81001 NM03	\$0.00 \$0.00	NaN%	63 \$0.00
'Safety Tips Derived from the Ever-Present Possibility of Failure' Sat, Sep 16, 2006	Jeffco Terminal Building - Mount Evans Room Broomfield, 80021 NM03	\$0.00 \$0.00	NaN%	64 \$0.00
Total Events		2		
Total Cost		\$0.00		
Average Variance		NaN%		
Average Cost/Person		\$0.00		

3.5 - Event Report Builder

To begin building a search select the link **Event Report Builder** from the left hand navigation under Event Management.


First step is to specify the search conditions you wish to search. Click on the green plus  next to Search Conditions in the below screen.

Event Report Builder

The first step is to specify the selection conditions you wish to search. Click on the green plus button next to Search Conditions in the below screen. Next select the fields you wish to search by clicking on the green plus button next to Selected Fields. Finally, once you have selected your fields, click on the **Click Here** at the bottom of the table to generate report results. [You may also click here to view the online help manuals.](#)



The screenshot shows the top navigation bar with buttons: Download CSV File, Download Excel File, Load a Saved Report, Save Report Parameters, and Create New Report. Below this is a blue header bar with 'Search Conditions: Click Here to Add a Field'.

When you click on the green plus  you will be presented with a screen to add a search condition to this report, first select the **Data Source** and **Field Name** below. Next, select what operation you would like to do on that field, such as "equals" or "less than" and type in the value you wish to compare against in the **Value** field on the right.

For instance, if you want to search Events for Event Date greater than or equal to April 13, 2006 you would make the following selections:

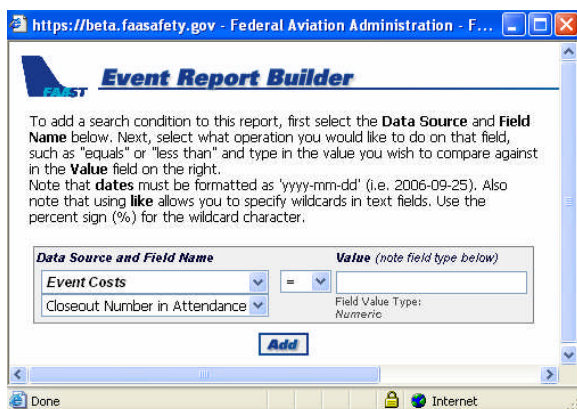
Event (in the first drop down)

Event Date (in the second drop down)

>= (in the middle drop down) (**!= is not equal to**)


Enter the date in the Values field (Note that **dates** must be formatted as 'yyyy-mm-dd' i.e. 2006-09-25). Also note that using **like** allows you to specify wildcards in text fields. Use the **percent sign (%) for the wildcard character**.

After completing all fields, click on the **"ADD"** button. You can then close the window.



The screenshot shows a dialog box titled 'Event Report Builder' with instructions: 'To add a search condition to this report, first select the Data Source and Field Name below. Next, select what operation you would like to do on that field, such as "equals" or "less than" and type in the value you wish to compare against in the Value field on the right. Note that **dates** must be formatted as 'yyyy-mm-dd' (i.e. 2006-09-25). Also note that using **like** allows you to specify wildcards in text fields. Use the percent sign (%) for the wildcard character.'

The form has two sections: 'Data Source and Field Name' and 'Value (note field type below)'. The first section has two dropdown menus: 'Event Costs' and 'Closeout Number in Attendance'. The second section has a dropdown for the operation '=' and a text input field for the value. Below the input field, it says 'Field Value Type: Numeric'. An 'Add' button is at the bottom.

Now that you have selected the Search Condition next you will select the fields you wish to search. Click on the green plus  next to Selected Fields as show below.

Event Report Builder


The first step is to specify the selection conditions you wish to search. Click on the green plus button next to Search Conditions in the below screen. Next select the fields you wish to search by clicking on the green plus button next to Selected Fields. Finally, once you have selected your fields, click on the **Click Here** at the bottom of the table to generate report results. [You may also click here to view the online help manuals.](#)

The screenshot shows the top section of the Event Report Builder. At the top, there are five buttons: "Download CSV File", "Download Excel File", "Load a Saved Report", "Save Report Parameters", and "Create New Report". Below these is a blue header bar with "Search Conditions:" on the left and "Sort in Order By:" on the right. Under "Search Conditions:", there is a table with one row: "Events / Event Date" followed by an equals sign and the date "2006-09-20". To the right of this table is a red "X" icon. Below the header bar is a blue bar labeled "Selected Fields" with a green plus icon. To the right of this bar, it says "0 Results" and there are five icons: a document, a magnifying glass, a green plus, a green minus, and a green checkmark. At the bottom of the blue bar, it says "No fields have been selected. [Click Here to Add a Field](#)".

You will be presented with a screen as shown below. Select the **Data Source** you would like and then the **Field Name** below. Press the "Add" button to add your selected field to your report. To select multiple fields, hold down the CTRL key as you click fields. After you have selected the fields you would like to search click on the ADD button. Then close the window.

* note if you select a large number of fields, your browser will not be able to display all fields on your screen and you will have a horizontal scroll bar.


The screenshot shows a browser window titled "https://beta.faasafety.gov - Federal Aviation Administration - F...". The main content area is titled "Event Report Builder" and contains instructions: "To add a search condition to this report, first select the Data Source and Field Name below. Next, select what operation you would like to do on that field, such as 'equals' or 'less than' and type in the value you wish to compare against in the Value field on the right. Note that dates must be formatted as 'yyyy-mm-dd' (i.e. 2006-09-25). Also note that using like allows you to specify wildcards in text fields. Use the percent sign (%) for the wildcard character." Below the instructions is a form with two columns: "Data Source and Field Name" and "Value (note field type below)". In the first column, "Events" is selected in the "Data Source" dropdown and "Actual Print Cost" is selected in the "Field Name" dropdown. In the second column, "=" is selected in the operation dropdown and the "Value" field is empty. Below the form is an "Add" button. At the bottom of the browser window, the status bar shows "Done" and "Internet".

Now you can select which fields you would like your search to sort by. Click on the green plus  next to Sort in Order By: as show below.

The screenshot shows a browser window titled "https://beta.faasafety.gov - Federal Aviation Administration - F...". The main content area is titled "Event Report Builder" and contains instructions: "Select the data source and field you would like to order your results by. Ascending means in small-to-large order (alphabetical) and Descending is the opposite direction (reverse-alphabetical)." Below the instructions is a form with two columns: "Data Source and Field Name" and "Sort Order". In the first column, "Event Costs" is selected in the "Data Source" dropdown and "Closeout Number in Attendance" is selected in the "Field Name" dropdown. In the second column, "Ascending" is selected in the "Sort Order" dropdown. Below the form is an "Add" button. At the bottom of the browser window, the status bar shows "Done" and "Internet".

Then simply select the Data Source and Field Name you wish to sort by and then select either Ascending or Descending order. Then click on the ADD button and click to close the window.

Now that you have defined your search parameters, click on the link to generate report results, **[Click Here](#)**

You can then add other fields if you would like, you can also delete any fields by clicking on the red  next to any field.

3.6 - Notice Management

Depending on the administrators permissions the below link may be available.



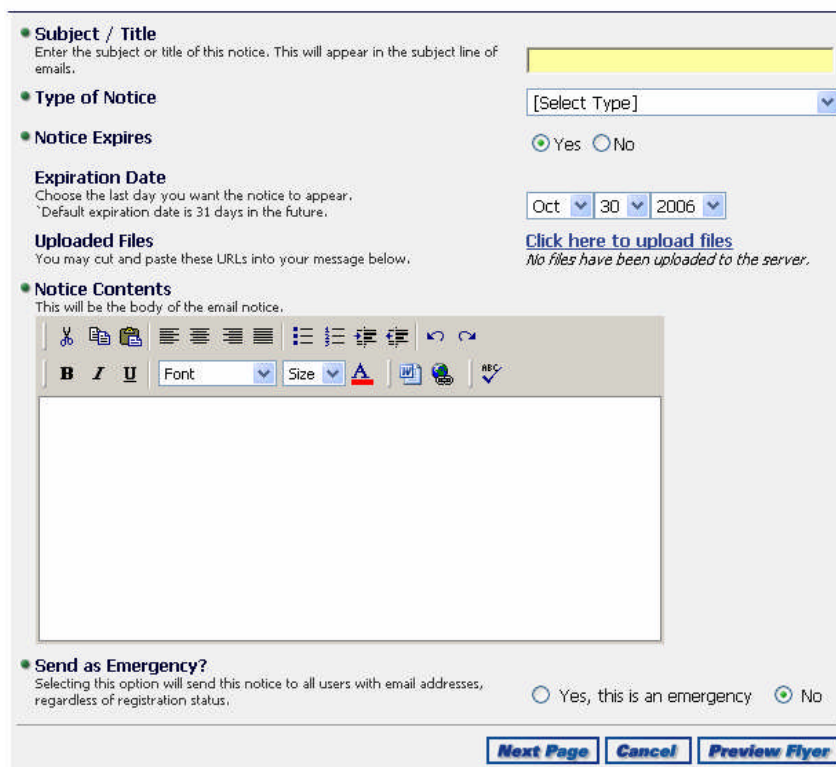
3.6.1 - Create a New Notice

Unlike events, notices may not be saved "in-progress". You must complete the entire notice in one session.

You can send out a notice to registered users of the site. When you click on this link you will be presented with a form with the following fields.

SPANS Notice Management

To send out a notice, first fill out the following information. You may optionally upload accompanying files for this notice. Uploaded files will be stored on the system and will NOT be attached to outbound emails. You must provide links inside your notice content in order to allow users to view your documents. (● indicates a required field, ● indicates an error)

A screenshot of the "SPANS Notice Management" form. The form is divided into several sections: "Subject / Title" with a text input field; "Type of Notice" with a dropdown menu; "Notice Expires" with radio buttons for "Yes" and "No"; "Expiration Date" with a date picker set to "Oct 30 2006"; "Uploaded Files" with a link to upload files and a message "No files have been uploaded to the server."; "Notice Contents" with a rich text editor; and "Send as Emergency?" with radio buttons for "Yes, this is an emergency" and "No". At the bottom are buttons for "Next Page", "Cancel", and "Preview Flyer".

The Send a Notice feature uses the same HTML editor as the event creation feature. Please see the "HTML Editor" section for more information on how to use the editor.

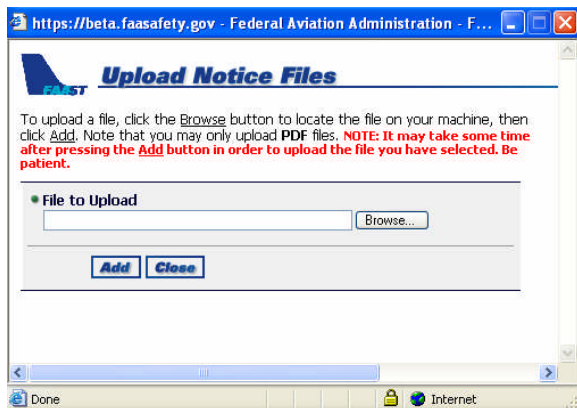
Subject / Title- The title of the notice, which also appear as the subject line of the email sent.

Type of Notice- The notice types are set by the National Safety Program Manager. You can select from current list of types.

Notice Expires- You select either **Yes** or **No**. If you select yes, you can select a date to have the notice removed. If you select no, the notice will never automatically expire. You can manually remove the notice.

Expiration Date- This field allows you to select on which date the notice will expire and be removed from the system. The notice **will expire at 12:00 am** on the date which you select. The default date is set 31 days from the date you create the notice.

Uploaded Files- You have the ability to upload files to the server that will be sent as hyperlinks in the notices. By clicking on the "Click here to upload files" link, you can then browse your computer for the files you want to upload, and then add links to the uploaded files to the notice contents. See image below.



Notice Contents- This is the text fields to type in the content of the notice.

Send Emergency- This is selected as a "Yes" or "No". If yes, all registered users will be sent the email notice.

Please check with your supervisor before ever labeling a notice as an emergency.

After completion of the fields, you can then select the "Next", "Cancel" or "Preview Flyer" buttons. If you select the "Next" button you will be taken to a form that will allow you the ability to select the distribution criteria as described in Create an Event section. Then by clicking on the "Next" Button, the notice will be sent to the distribution list selected. The distribution criteria functions very similar to the sending of events to airmen. There are no restrictions on the use of zip codes in the notice section.

For more information on the use of the selection criteria, see the appropriate section under event creation. Note that selecting criteria for notices will not restrict you to having a minimum of 200 airmen before sending the notice.

After selecting the distribution criteria, clicking on the "Next" Button will allow you will come to the Submit for Approval page as show below.

*note if you have permission of an RFPM or higher you will get an "Approve" button in place of the "Submit for Approval".

SPANS Notice Management

Please review the information about this notice. To send this notice for approval, click the [Submit for Approval](#) button below.

Subject / Title	Beta Test
Type of Notice	Unapproved Parts Notification
Notice Contents	Beta Test - test only
Send as Emergency	No
Statistics	This email notice will be sent to 0 email addresses. This notice will be sent via postal mail to 0 physical addresses. This notice will cost \$0.00 to send postal flyers.

[Previous Page](#) [Approve](#) [Cancel](#)

3.6.2 - Modify or Revise a Notice

For RFPM's and higher, you will have the option to Modify, Revise, Delete, or Approve a Notice that has been completed. Depending on the status of the Notice the appropriate icon will be listed to the Right of the particular Notice.

SPANS Notices

This is a list of all Notices in your **district/region**.

Icon Status Legend

Incomplete Notice	Waiting for Approval	Waiting for Revision	Approved Notice
Modify Notice	Revise Notice	Delete Notice	Approve / Reject Notice

Results 1 to 10 of 50 total Show me 10 results per page [Next 10 >](#)

Date ▲	Subject	Notice Type
Sep 29, 2006 Notice #NOTC0601	Test Notice Posted By: Naji	General Information
Sep 27, 2006 Notice #NOTC0598	Beta Test Posted By: BRENT ANDREW MORROW	General Information
Sep 27, 2006 Notice #NOTC0597	Local Air Traffic Changes Posted By: Airman	Local Air Safety Information

If you select to Modify a Notice you will be presented with the same pages as when you create a notice. You will be able to **modify a live notice**. After modifying the notice page click on the approve button. The updated notice will be posted on the site.

If you choose to Delete a notice, you simply click on the "Delete" icon and you will be presented with a confirmation screen to delete the icon. If you click on the "Delete" button the notice will be permanently delete from the system.

SPANS Notice Removal

Are you sure you wish to **permanently delete this notice**? Please review the information below and make your selections appropriately.

Notice Date	09/29/2006 3:08 PM
Notice Type	Unapproved Parts Notification
Notice Subject	Beta Test
Contents of Notice	Beta Test - test only

[Delete](#) [Cancel](#)

3.6.3 - Approve a Notice

Notices will not be sent after the final page (unless you are an RFPM or higher), instead, an email will be sent to an administrator of the current user (unless the current user is an RFPM or higher) indicating that a new notice needs to be approved.

Unlike events, notices may not be saved "in-progress". You must complete the entire notice in one session.

Administrators will have the ability to review notices submitted by user under their direction. After reviewing, administrators can either accept, or reject the notice. There is a text box for administrators to provide feedback on items or areas that need to be modified before the notice will be approved, if the notice is rejected, an email will be sent to the submitter notifying them of the changes that need to be made. If the notice is approved, the submitter will receive an approval email.

SPANS Notice Review and Approval

Review the details for this notice, then select the approval option at the bottom. If the originating FPM needs to make changes before approval, fill in your message to the FPM in the box at the bottom, select "Require Changes", then press "Continue".

Notice Date	09/27/2006 9:34 AM
Notice Type	Local Air Safety Information
Author	Airman (airman@faasafety.gov)
Notice Subject	Local Air Traffic Changes
Contents of Notice	Local Air Traffic Changes for the month of October
Print Flyer If applicable	>
Print Cost Estimate Printing Costs	\$0.00

Distribution Criteria	
User preference Local Air Safety Information	
Total Distribution Statistics	
FAASafety.gov Users	0
Users which are Opted Out	0
Total Emails to be Sent	0
Airmen from the Registry	0
Invalid Postal Addresses	0
Total Postcards to be Sent	0
Grand Total Notified	0

Web Only

Set #1

[View Set](#)

Notice Approval
Fill in the notes below if this notice requires changes.

☒ Approve Notice **or** ☐ Require the Changes Below

Change Notes
Only if you selected Require the Changes Below.

[Save](#) [Cancel](#)

3.6.4 - Creating Notice Groups

The first step to creating a new notice group is to contact Gold Systems through Jim Pyles and the Region and District of the new group can then be created.

After the group is created you can then follow the below steps.

3.6.5 - Notice Permission

When providing permission for notices you can create users who only has the ability to Create (modify) notices or you can also provide permission to Approve or Decline notices. *note only users with permission to manage users and who have the permission can add permissions to other users.

Under the User Management you can provide permissions as below.

Creator (modify) select under Notices, the particular Notice type (for instance SPANS Notices, ATC Notices, etc)

Notice Management (Approve/Decline) select the above permission and also provide under SPANS Management Notice-Management. You must also modify the User Type to Be RFPM.

*note that creators or approvers of notice types cannot modify live notices. Only administrators have the ability to modify live notices.

3.6.6 - Creating a Notice Type

In order for a user to create a notice there must be a notice type which corresponds to their Region and District. For instance, If you would like a user to be able to send NACO notices, the user must have the proper permission as well as have the correct Region or District selected, NC (NACO Region) or NC1 (NACO District). Only an administrator can create a notice type under Content Management and then the link, Notification Type Management. When creating the Notice Type, you must check the appropriate permission and then click on Save. Only these Notice Types will be offered when the user creates a notice.

After you have correctly set the permission and provided a Notice Type that corresponds to the District or Region will the notice creator be able to create and modify notices.

3.7 - Content Management

3.7.1 - List FSDO's

This will provide a list of FSDOs you may view or edit. If a FSDO is not in this list, the FPM has not yet created a record for their own FSDO. You may edit any existing FSDO by clicking the modify icon next to it.

FSDO Management

This is a list of FSDOs you may view or edit. If a FSDO is not in this list, the FPM has not yet created a record for their own FSDO. You may edit any existing FSDO by clicking the modify icon next to it.

EA01 (Albany) (518) 785-5660	7 Airport Park Blvd Latham, NY 12110-	MODIFY
EA03 (Allegheny) (412)886-2580	101 Towne Square Way Pittsburgh, PA 15227-	MODIFY
SD11 (Atlanta) 404-305-7200	1701 Columbia Avenue Suite 2-110	MODIFY

You can then edit the FSDO information and click on **"Continue"** then by clicking on the **"Save"** button on the next page

Edit FSDO Information

Change the FSDO information below as needed, then press the "Save" button.
(● indicates a required field, ● indicates an error)

FSDO Identifier	EA01
● FSDO Name Such as "Salt Lake City".	Albany
● FSDO Address Enter the physical FSDO address here.	7 Airport Park Blvd Latham, NY 12110
● FSDO Phone Number General phone number for this FSDO.	(518) 785-5660 (000) 000-0000
Continue Cancel	

3.7.2 - Local Contact and Facilities

This section will list facilities currently in the system that are within the district or region of the administrator that is logged in. you can filter by the following categories:

All
Airport
FAA
Counselor
Other

You can also add a facility by clicking on the **"Add Record"** link. You will then complete the following form and click on the **"Save"** button.

Contact & Facility Management

This is the list of contacts and facilities currently in the system that are within your district or region (AFS, National). You may create new contact or facility records by clicking [Add Record](#). You can modify and delete contact or facility records by clicking the appropriate link next to the record.

3 total records

Filter by: [Show all]

Show facilities from
NMO1 (Seattle)
[Add Record](#)


Type	Address	Location
FAA	1601 Lind Ave SW, Suite 260 Renton, WA 98057 Ph: (425) 227-1813	MODIFY DELETE Seattle
FAA	Paul A. Pritchard Safety Program Manager (AW) 1601 Lind Ave. SW Renton, WA 98057 Ph: (425) 227-2324	MODIFY DELETE Seattle
FAA	David A. May Safety Program Manager (Ops) 1601 Lind Ave. SW Renton, WA 98057 Ph: (425) 227-2567	MODIFY DELETE Seattle


3.7.3 - Seminar Suggestion Topics


This feature allows administrators an interface to add and remove items from the Site Suggestion page.


Suggestion Topic Management


Below is a list of all topics that will be displayed on the [Site Suggestions](#) page. You may add and remove topics from this list using the links and field provided. A maximum of 20 topics may be in this list. Use the  icon to delete topics from this list.


 Aeronautical Decision Making


 Aircraft Records


 Airspace


 Controlled Flight into Terrain


 Density Altitude


 Human Factors


 Icing


 Loss of Control


 Mountain Flying


 Preflight Planning


 Regulations

 Runway Safety

 Survivability

 Temporary Flight Restriction

 Washington D.C. ADIZ

 Weather

Add Topic:

Add


3.7.4 - Notification Type Management


This feature allows administrators the ability to manage notice types. It also provides the ability to **"Add New Notice Type"**.

























SPANS Notice Types

Below is a list of all notice types currently in the system.

[Add New Notice Type](#)



 Modify Notice Type

 Delete Notice Type

Notice Type	Permissions	
Local Air Safety Information	SPANS Notices	 
FAA Newsletters	SPANS Notices	 
Airworthiness	SPANS Notices	 
Repair Station	SPANS Notices	 
General Information	SPANS Notices	 
Flight Schools & CFIs	SPANS Notices	 
Unapproved Parts Notification	SPANS Notices	 
New faasafety.gov Features	SPANS Notices	 
FAR Part 91/135 Turbojet Operators	SPANS Notices	 
ATC Notices	ATC Notices	 
New Airspace Concerns	ASO-530 Airspace Notices	 
FAA Charting Information	NACO Notices	 

To manage a notice type simply click on the Modify button and then modify the description and the permission and then click on **"Save"**.

Notification Type Management

Use the form below to add/modify the information about this notification type.
( indicates a required field,  indicates an error)

Description

Description for this notice type

Local Air Safety Information

Permissions

Select permissions required to create notices of this type.

☐ ASO-530 Airspace Notices

☐ ATC Notices

☐ NACO Notices

☒ SPANS Notices

☐ TSA Notices

Save

Cancel

To “Add New Notice Type” click on the link and then complete the form and click on “Save”.

Notification Type Management

Use the form below to add/modify the information about this notification type.
(● indicates a required field; ● indicates an error)

<p>● Description Description for this notice type</p> <p>● Permissions Select permissions required to create notices of this type.</p> <p>● Set User Preferences If yes, this notification type will be added to all airmen preferences. USE WITH CAUTION.</p>	<input type="text"/> <input type="checkbox"/> ASO-530 Airspace Notices <input type="checkbox"/> ATC Notices <input type="checkbox"/> NACO Notices <input type="checkbox"/> SPANS Notices <input type="checkbox"/> TSA Notices <input type="checkbox"/>
<div>Save Cancel</div>	

3.7.5 - District Management

To manage the district simply select a district from the drop down list, you will then be presented with the below screen where you can add a county. You can also check for “holes” (counties which are not assigned to a district) by clicking on the link in the top header.

District Management

This list of districts can be modified by clicking on the [Modify](#) link next to a district. To check for “holes” (counties which are not assigned to a district), [click here](#).

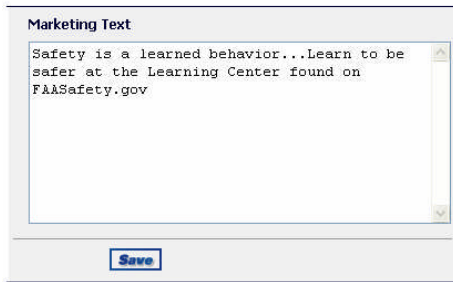
<p>Show District:</p> <p>NM01 (Seattle) ▼</p>		<p>State</p> <p><input type="text"/></p>	<p>County Code</p> <p><input type="text"/></p>	<p>Add County</p>
State	County	County Name		
wa	009	Clallam	DELETE	
wa	027	Grays Harbor	DELETE	
wa	029	Island	DELETE	
wa	031	Jefferson	DELETE	
wa	033	King	DELETE	
wa	035	Kitsap	DELETE	
wa	041	Lewis	DELETE	
wa	045	Mason	DELETE	
WA	049	Pacific	DELETE	
wa	053	Pierce	DELETE	
WA	055	San Juan	DELETE	
wa	057	Skagit	DELETE	
wa	061	Snohomish	DELETE	
wa	067	Thurston	DELETE	
wa	073	Whatcom	DELETE	

3.7.6 - Marketing Text Management

This feature allows administrators the ability to create text that will appear on the public home page, bottom of outgoing email, and on automatically generated PDF flyer documents. Make any changes as desired below, then press the “Save” button. These changes will take effect immediately on the home page and on any *new* email and PDF documents. To remove any marketing text in these locations, delete all text in the field below.

Marketing Text Management

The text in the box below will appear on the **public home page**, **bottom of outgoing email**, and on **automatically generated PDF flyer documents**. Make any changes as desired below, then press the "Save" button. These changes will take effect immediately on the home page and on any *new* email and PDF documents. To remove any marketing text in these locations, delete all text in the field below.



A screenshot of the 'Marketing Text' management interface. It features a title bar 'Marketing Text' above a large text area. The text area contains the text: 'Safety is a learned behavior...Learn to be safer at the Learning Center found on FAASafety.gov'. Below the text area is a 'Save' button.

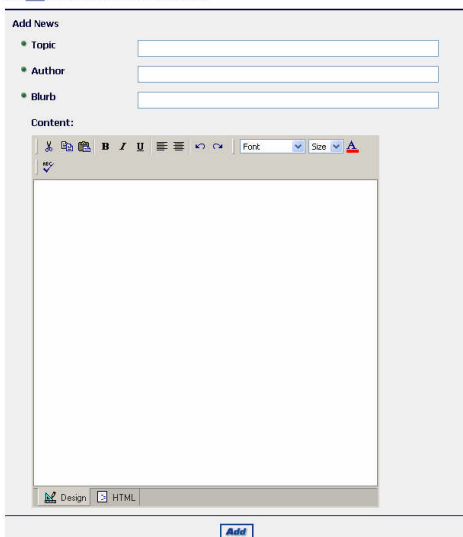
3.7.7 - New (Hot Topics) Management

News Management provides the ability of administrators to update the new blurb on the home page of the FAASafety.gov site. The news posting is found in the lower left hand corner under the public links. The two most current news items posted shows up on that home page. Users can link to all news items from that page or from the "News" link in the top navigation.

To add a news item, complete the below fields and then click on **"Add"**, you will then be able to review and **"Save"** the news item.

News Management

Add a News item by filling out the fields below, or manage existing News items by clicking on Modify, Delete or Review.
(* indicates a required field, * indicates an error)
Click [here](#) to view the list of current news items.



A screenshot of the 'News Management' interface. It has a title bar 'Add News'. Below the title bar are three required fields: 'Topic', 'Author', and 'Blurb', each with a text input box. Below these fields is a 'Content:' section with a rich text editor. The rich text editor has a toolbar with icons for bold, italic, underline, link, unlink, and text color, along with a font size dropdown and a 'See' button. The main content area of the editor is empty. At the bottom of the editor are 'Design' and 'HTML' tabs. Below the entire form is an 'Add' button.

3.7.8 - Online Resource Management

This feature allows administrators the ability to create Online Resources. Administrators can add an Online Resources category by filling out the fields below, or manage existing categories by clicking on Modify or Delete. Click on Manage to manage the links associated with the category.

Online Resource Management

Add an Online Resources category by filling out the fields below, or manage existing categories by clicking on Modify or Delete. Click on Manage to manage the links associated with the category.

(* indicates a required field, ● indicates an error)

Click [here](#) to view the list of current categories.

Add Category	
Name	<input type="text"/>
Master Category	Resources for Pilots
Description	<input type="text"/>
<input type="button" value="Add"/>	

Name / Master Category	Description	
Resources for Pilots:		
Aircraft & Airworthiness	Links to FAA airworthiness info and industry safety postings	MODIFY DELETE MANAGE
Airspace	Links to information on airspace	MODIFY DELETE MANAGE

3.8 - User Management

Depending on the administrators permissions the below link may be available.

Find a User to Manage
User Statistics Report
User Role Audit Report

3.8.1 - Find a User to Manage

From this link you will have the opportunity to search for a user in your region by completing any or all of the following fields and then by clicking the "**Search**" button.

Find a User

To locate a user, fill in any of the search fields below. This will search for users matching the criteria below that are within your district or region, which is AFS. You may use a wildcard (*) in any field **except** Airman Id. If you get too many results, refine your search criteria further to narrow down the results. **NOTE: The "Airman ID" is NOT the airman's certificate number.**

First Name	Last Name	Airman ID	Show Only (blank for all)	<input type="button" value="Search"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Administrator <input type="checkbox"/> NFM <input type="checkbox"/> RFPM <input type="checkbox"/> FPM <input type="checkbox"/> ATC <input type="checkbox"/> Representative <input type="checkbox"/> Airman <input type="checkbox"/> User	
Email Address	<input type="text"/>			

If you would like to do a database search by a single initial, for instance "a", you can do so by putting in an asterisk (*) after the first initial in the name field and clicking on the "**Search**" button.

You can also check if you want to only show a specific type of user, such as an Airmen or REPRESENTATIVES, etc.

After finding the user that the administrator is looking for, they can then either "**modify**" or "**delete**" that user.

Only site administrators can "**delete**" users from the site. If you do not have permission to delete a user, this link will not appear.

3.8.2 - Modify/Edit a User

You can modify the fields below for users under your direction: Please note, changing the "Type of User" field does not change that user's permission. Please see Permissions below to modify the user's roles and permissions.

***In order for the system to correct approve events and notices, if you assign a user the permission of an FPM, their role must also be an FPM (the same is true for representatives, etc.)**

From the Edit a User screen, you can modify the users name, region/district, address, zip code, phone number, type of user and password.

If you modify the type of user, for instance, if change the user type to FPM, you must then select a district or region that corresponds with that user.

Edit a User

The following information can be changed for the user you have selected. Press [Cancel](#) to return to the user list.

NOTE: Do not use this user management feature without reading and understanding the administrative user manual. [Click here](#) to access the current user manual.

● indicates a required field, ● indicates an error)

ihlstripes@hotmail.com		Created: 11/01/2004 Status: Active User
● User's First and Last Name	James McKenna	
● User's Region / District <small>This is the region for which this user is authoritative (if applicable).</small>	NM (Northwest Mountain Region)	
Address and Zip Code <small>Only enter the street address here. The city and state will be retrieved based on the zip code of this user. May also be used for type of Representative including fields of expertise or specialties.</small>	<div> <div></div> <div></div> </div>	
Phone Number <small>The phone number is optional, but recommended for ASCs, SPMs, RSPMs, and NSPMs.</small>	<div> <div></div> </div>	
● Type of User <small>The user type is ONLY for determining hierarchy (such as an FPM is under an RFPM). This does NOT change a user's permissions!</small>	RFPM	
Change Password <small>To change this user's password, type in a new password here. Leaving this field blank will leave this user's password unchanged.</small>	<div> <div></div> </div>	
User Roles Assignment <div> <div>1-General Purpose Roles</div> <div>Aviation Learning Center</div> <div>Consumables Administration</div> <div>Content Subsystems</div> <div>FLAM Administration</div> <div>Global Administration</div> <div>Notices</div> <div>SPANS Management</div> <div>WINGS</div> </div>		
<div> <div>Save</div> <div>Cancel</div> </div>		

3.8.3 - Permissions/User Roles

***If you do not know which permissions you need to add for a particular user, please select the default roles (General Purpose Roles) or contact your administrator or Jim Pyles.**

You can manage the user's permission under the Users Roles Assignments. There are various Roles that a user may be assigned. By clicking on any of the folder icons, you can then view which permissions in each category are available.

You are only allowed to provide users the same roles/permissions (or less) as you are currently assigned.

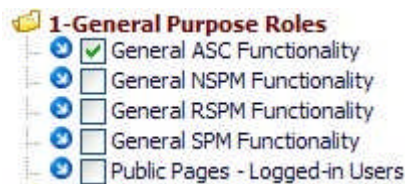
General Purpose Roles-


The General Purpose Roles are roles in which the general managers, for instance REPRESENTATIVES, FPM, RFPM, or NFM, have assigned as their default roles. Use this area if you are assigning a user with the general or typical roles they would have in their position, for instance select FPM if the user

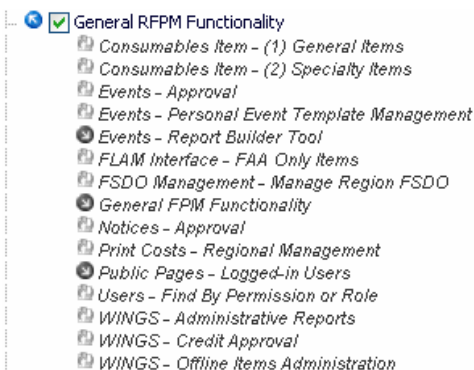
you are modifying is an FPM and this user does not need access to anything outside of the normal FPM responsibilities.

Each of the areas below General Purpose Roles are roles that are assigned individually, many of these roles may be assigned to a user by selecting the General Purpose Roles above, for instance RFPM's by default are provide access to user management, reporting, and other areas of the site that can be individually assigned to a user. If you would like to assign additional roles to a particular user you can do this on an individual bases by assigning the roles below.

*Note, the Public Page – Logged-in Users should always be checked by default, if this is not checked, logged in users will not have access to view logged in pages.



Under each of the roles, if you expand the  you will then see all permission under that particular role as show below



Aviation Learning Center-

These roles pertain to the learning center, you can allow access to be a document author or approver in the ALC Library, or you can select the user to be a course creator, approver or administrator in the ALC Course. You can also select the user to have access to ALC general reporting.

*Note, the ALC Courses – General Public Functionality should always be checked by default, if this is not checked, logged in users will not have access to view ALC pages.



Consumables Administration-

By selecting this role, you can allow the user to have access to manage the FAASafety.gov consumables.

*Note, the Consumables – Place Order should always be checked by default, if this is not checked, users will not be able to place orders.



Content Subsystems-

This area pertains to managing content on the FAASafety.gov system such as news items, the highlights section on the home page, hot topics, online resource management, seminar suggestion topic management, and notification type management.



FLAM Administration-

This area is for future development and these roles do not pertain to a current section of the site, but have been created for future development of the FAASafety.gov system.



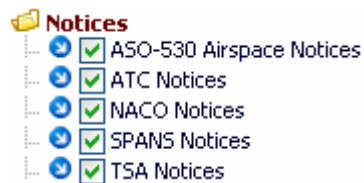
Global Administration-

These roles pertain to the administration of the FAASafety.gov, specifically to providing full administrative functionality as well as access to permission and role management and search engine management.



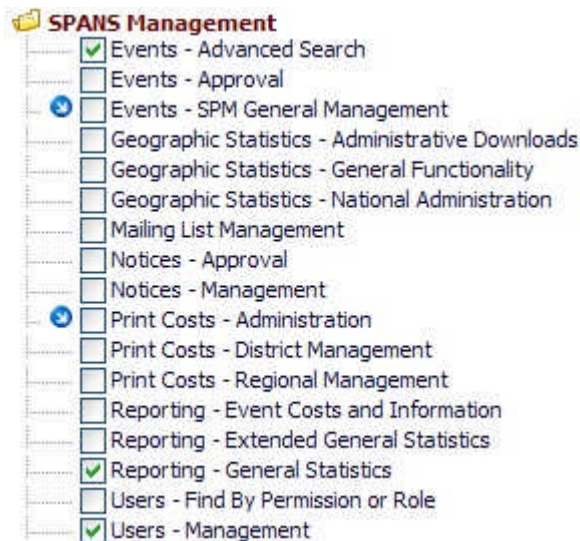
Notice Management-

These roles pertain to the administration of the FAASafety.gov, notices. Each of the notice management areas can send notices based on which group they belong to.



SPANS Management-

These roles pertain to SPANS management including access to administrative reporting, mailing list management, geographical statistics on user and events, notice management, and other administrative roles on the FAASafety.gov system.



3.8.4 - Delete

You can delete a user from the site. If you click on the “**Delete**” link, you will be presented with a page that asked you to confirm the deletion. If you click the “**Delete**” button, that user will be deleted from the site.

Use the permanently delete feature with caution! Check with a supervisor before ever using the delete function. This feature will delete all events, notices, and event costs that were originated by the selected user. This data cannot be recovered once deleted.

3.9 - User Statistics Report

The User Statistics Report provides a snap shot of the current use of the FAASafety.gov system.

3.10 - FAASafety.gov Tools

3.10.1 - Geographical Statistics Tool

The geographical Statistics Tool is very much like the “*Distribution Criteria Selection*” tool that is used when adding a new event. Using this tool you can calculate the number of airmen that fit the specified criteria. This tool is only available to those with permission of RFPM and higher.

*note, only RFPM’s and higher will have the links to down the statistics to a CSV file.

Geographical Statistics Tool

This tool allows you to select any geographical or user information and retrieve statistical information based on your selections. When selecting geographic parameters, you may click the ✖ icon to remove a specific selection.

The screenshot shows the 'Distribution Criteria' tool interface. At the top, there's a blue header with the title and a 'User preference' dropdown set to '--Ignore All User Preferences--'. To the right are 'Save' and 'Load' buttons. Below the header is a table titled 'Total Distribution Statistics' with the following data:

FAASafety.gov Users	0
Users which are Opted Out	0
Total Emails to be Sent	0
Airmen from the Registry	0
Invalid Postal Addresses	0
Total Postcards to be Sent	0
Grand Total Notified	0

To the right of the table, it says 'You have not defined any selection sets.' and 'Create a New Set'. An 'Add Set' button with a green plus icon is at the top right. At the bottom, a grey box contains the instruction: 'Use the "Modify Set" link above, or click "Add Set" to create a new set.'

[Click here to download a CSV of the email distribution meeting these criteria \[EMAIL\]](#)
[Click here to download a CSV of the postcard distribution meeting these criteria \[POSTAL\]](#)
(Note the files above may be large, so be patient with downloads.)

A selection can be made using any number or combination of Zip Codes, Counties, or States to generate the geographical area from which you want to draw your results. This area can then be narrowed by the Certificates and Ratings, and /or User Types of the specific users you are searching for.

To view the full capabilities of the Distribution Criteria please see **Selecting Distribution Criteria in section 3.2.2.1**

3.10.2 - Mailing List Manager

The Mailing List Manager utility allows administrators the ability to remove airmen from any printed material originating from the FAASafety.gov. Airmen can be removed because of a returned postcard or due to a request from the airman to not receive mailings any longer.

From the link, "Mailing List Manager" under FAASafety.gov Tools, you will have two options, "Search for Airman to remove from the mailing list", and "View the list of Airmen that have been removed from the mailing list".

Search for Airman to remove from the mailing list

From this link you will have the option of searching for airman by Last Name and Zip Code, just by Zip Code or by the Postcard Id (this Id will be on each returned postcard). The Postcard Id can be entered using the bar code scanner, or by manually entering the Postcard Id from the return postcard.

If you search for airman manually by Postcard Id, you can then remove the user by simply clicking on the Remove link and selecting a reason why the airman is being removed and then by clicking on Continue.

If using the bar code scanner, you scan the Postcard Id, scan the reason and the airman will be removed automatically.

Mailing List Management - Airman Lookup

[Back To Mailing List Management](#)

Please fill in the form and click the "Search" button to find an airman. You may use a wildcard (*) in the Last Name field.

The screenshot shows the 'Airman Lookup' form. It has three input fields: 'Postcard Id', 'Last Name', and 'ZIP Code'. The 'ZIP Code' field is highlighted in yellow. Below the fields is a blue 'Search' button.

View the list of Airmen that have been removed from the mailing list

By clicking on this link, you will be displayed a list of airmen that have been removed from the mailing list and have the option of downloading this list to a CSV (comma separated value) file. You can re-add this airman to the list by clicking on the link, "Re-add to list"

Mailing List Management - Removed Airmen

[Back To Mailing List Management](#)

This is a list of airmen who have been removed from the mailing list. [Click here](#) to download the entire list as a CSV file.

Last Name	First Name	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Search"/>		

Items 1 to 10 of 7943 total	Show me 10 items per page	Next 10 ►
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Postcard Id	Airman	Address	Reason
4809030	A MOHAMED	PO BOX 4023 OAKLAND CA	Bad Address Re-add to List

3.11 - Print Budget Management

This will allow the National Safety Program Manager to specify the national mailing budget, and allow RFPM's and FPM's the ability to manage their budget. The budget will be automatically maintained by the system and track, costs and remaining funds available on a local, regional, and national scale.

After the NFM adds funds the RFPM will need to distribute funds to their individual districts. This will be accomplished through the use of the Print Budget Management. Depending on your permissions you will be able to access the various links below.

Print Budget Management
"My Funds"
Add Funds
Distribute Funds
Move Funds
Remove Funds
Funding Reports
Zero Budgets
Force Printing

3.11.1 - My Funds

The **My Funds** screen will allow administrator to see a "snapshot" of their current funds as of the current date.

Print Budget Management - "My Funds"

This table shows a snapshot of your current funds as of 9/29/2006 5:16:22 PM.

Current Print Funds for AFS	
Available, Unallocated Funds	\$36,587.46
Allocated Funds	\$0.00
Allocated Funds + Approved Funds	\$0.00
Spent Total	(\$206.69)
Actual Balance	\$36,587.46
Requested Funds	\$0.00

This table shows a snapshot of funding in districts/regions below you as of 9/29/2006 5:16:22 PM.

Budget *	Unplanned Funds	Allocated for Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
AFS	\$36,587.46	\$0.00	\$0.00	(\$206.69)	\$36,587.46
AL only	\$113.14	\$0.00	\$0.00	(\$232.40)	\$113.14
AL & subs	\$113.14				\$113.14
EE only	\$379.12	\$0.00	\$0.00	(\$3,839.50)	\$379.12
EE & subs	\$379.12				\$379.12
EA only	\$1,298.99	\$0.00	\$0.00	(\$2,562.05)	\$1,298.99
EA & subs	\$1,298.99				\$1,298.99

3.11.2 - Add Funds

This function allows the NFM to add funds, after this the RFPM will need to distribute funds to their individual districts.

Print Budget Management - Add Funds

To add funds, enter in the amount and description of the transaction below. After adding funds, you may [distribute funds](#).

(● indicates a required field, ● indicates an error)

● Amount to Add This amount will be added to your budget.	<input type="text"/>														
● Comments Describe the reason or source of this transaction.	<input type="text"/>														
Current Funds Nationally	<table><tr><th colspan="2">Current Print Funds for AFS</th></tr><tr><td>Available, Unallocated Funds</td><td>\$36,587.46</td></tr><tr><td>Allocated Funds</td><td>\$0.00</td></tr><tr><td>Allocated Funds + Approved Funds</td><td>\$0.00</td></tr><tr><td>Spent Total</td><td>(\$206.69)</td></tr><tr><td>Actual Balance</td><td>\$36,587.46</td></tr><tr><td>Requested Funds</td><td>\$0.00</td></tr></table>	Current Print Funds for AFS		Available, Unallocated Funds	\$36,587.46	Allocated Funds	\$0.00	Allocated Funds + Approved Funds	\$0.00	Spent Total	(\$206.69)	Actual Balance	\$36,587.46	Requested Funds	\$0.00
Current Print Funds for AFS															
Available, Unallocated Funds	\$36,587.46														
Allocated Funds	\$0.00														
Allocated Funds + Approved Funds	\$0.00														
Spent Total	(\$206.69)														
Actual Balance	\$36,587.46														
Requested Funds	\$0.00														
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>															

3.11.3 - Distribute Funds

The **Distribute Funds** screen will allow administrators the ability to allocate funds for their various regions or districts. ***note the numbers illustrated below are not actual and are only for demonstration purposes.** This screen will also show the administrator the percentage of airmen as well as the number in each district. This screen will also show current funds already allocated to each district.

Print Budget Management - Distribute Funds

Available funds for distribution are shown below. Specify the amount to be distributed and click 'Recalculate' or adjust manually below.

(● indicates a required field, ● indicates an error)

Unallocated Funds for NM		\$100,439.09
● Amount to be Distributed	<input type="text" value="0.00"/>	Recalculate
Region/District	Amount to Distribute / [Current Unallocated Funds]	
● NM01 - Seattle 25.38%, 23,737 airmen	<input type="text" value="0.00"/>	[Current: \$0.00]
● NM03 - Denver 24.74%, 23,133 airmen	<input type="text" value="0.00"/>	[Current: \$0.00]
● NM04 - Casper 2.72%, 2,539 airmen	<input type="text" value="0.00"/>	[Current: \$0.00]
● NM05 - Helena 5.6%, 5,241 airmen	<input type="text" value="0.00"/>	[Current: \$0.00]
● NM07 - Salt Lake City 13.9%, 13,001 airmen	<input type="text" value="0.00"/>	[Current: \$0.00]
● NM09 - Portland 16.26%, 15,205 airmen	<input type="text" value="0.00"/>	[Current: \$0.00]
● NM11 - Boise 4.61%, 4,308 airmen	<input type="text" value="0.00"/>	[Current: \$0.00]
● NM13 - Spokane 6.79%, 6,347 airmen	<input type="text" value="0.00"/>	[Current: (\$16.20)]
Total of Above (Automatically Updates) This value must match the amount entered in 'Amount to be Distributed' above		<input type="text" value="0.00"/>
		Continue Cancel

The administrator will enter an amount in the Amount to be Distributed field. The administrator can then click on the **Recalculate** button which will evenly distribute the amount to be distributed based on the number of airmen in each region. The administrator can also simply enter amounts in the fields next to the region or district and distribute those funds. The Total amount cannot exceed the Amount to be Distributed. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.

Print Budget Management - Distribute Funds

Available funds for distribution are shown below. Specify the amount to be distributed and click 'Recalculate' or adjust manually below.

(● indicates a required field, ● indicates an error)

Unallocated Funds for NM		\$100,439.09
● Amount to be Distributed	<input type="text" value="15000.00"/>	Recalculate
Region/District	Amount to Distribute / [Current Unallocated Funds]	
● NM01 - Seattle 25.38%, 23,737 airmen	<input type="text" value="3807.63"/>	[Current: \$0.00]
● NM03 - Denver 24.74%, 23,133 airmen	<input type="text" value="3710.74"/>	[Current: \$0.00]
● NM04 - Casper 2.72%, 2,539 airmen	<input type="text" value="407.28"/>	[Current: \$0.00]
● NM05 - Helena 5.6%, 5,241 airmen	<input type="text" value="840.70"/>	[Current: \$0.00]
● NM07 - Salt Lake City 13.9%, 13,001 airmen	<input type="text" value="2085.48"/>	[Current: \$0.00]
● NM09 - Portland 16.26%, 15,205 airmen	<input type="text" value="2439.02"/>	[Current: \$0.00]
● NM11 - Boise 4.61%, 4,308 airmen	<input type="text" value="691.04"/>	[Current: \$0.00]
● NM13 - Spokane 6.79%, 6,347 airmen	<input type="text" value="1018.11"/>	[Current: (\$16.20)]
Total of Above (Automatically Updates) This value must match the amount entered in 'Amount to be Distributed' above		<input type="text" value="15000.00"/>
		Continue Cancel

3.11.4 - Move Funds

The **Move Funds** screen will allow the administrator the ability to transfer funds from one district (region). Only funds that are Unallocated can be transferred. After verifying the amounts are correct, the administrator will click on the Continue button which will present a screen for the administrator to verify the action and then Confirm the action.

Print Budget Management - Move Funds

Select the source and destination to move funds, then enter the amount and reason below.
(● indicates a required field, ● indicates an error)

Budget	Unplanned Funds	Allocated for Events/Notices	Approved Funds	Actual Spent Funds	Actual Balance
NM	\$100,439.09	\$0.00	\$0.00	(\$394.62)	\$100,439.09
NM01	\$0.00	\$0.00	\$0.00	(\$67.20)	\$0.00
NM03	\$0.00	\$0.00	\$0.00	(\$486.00)	\$0.00
NM04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NM05	\$0.00	\$0.00	\$0.00	(\$23.75)	\$0.00
NM07	\$0.00	\$0.00	\$0.00	(\$840.90)	\$0.00
NM09	\$0.00	\$0.00	\$0.00	(\$54.35)	\$0.00
NM11	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NM13	(\$16.20)	\$16.20	\$0.00	(\$409.20)	\$0.00
Totals	\$100,422.89	\$16.20	\$0.00	(\$2,276.02)	\$100,439.09

● **Transfer Funds From**

● **Transfer Funds To**

● **Amount to Transfer**

● **Comments**
Describe the reason for this transaction.

Administrators will have two reports available, **General Ledger** and **Funding Status**.

3.11.5 - Transaction History Report

The Transaction History Report will provide the administrator with transactions based on the dates selected by the administrator. The Report will default to the last seven days from the current date. The administrator will also be able to select specific regions or districts as well as the ability to download the report as a CSV file.

Print Budget Management - Reports

The **Transaction History** shows all **actual** transactions for a particular budget. This transaction history report does **NOT** show allocated or allocated and approved funds. It only shows monies that have been actually debited or credited from a budget. To see a list of events or notices which may have funds allocated, approved, or spent, use the **Funding Status Report**.

To generate a transaction history report, select your parameters below.

From Jun 1 2005 to Dec 28 2005		<input type="button" value="GENERATE"/>
Show NM (Northwest Mountain Region) <input type="checkbox"/> and all below		
Transaction Types [show all transaction types]		

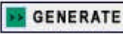
Trans. Date	User	Budget	Debit	Credit
10/26/2005 10:39 am	Jim faabeta@earthlink.net	NM Funds Distribution		\$2,067.51
Move funds from AFS to NM. Comments: Distribution from AFS to NM				
11/15/2005 10:16 am	Chuck chuck.sicotte@faa.gov	NM Funds Distribution	(\$525.88)	
Move funds from NM to NM01. Comments: Distribution from NM to NM01				
11/15/2005 10:16 am	Chuck chuck.sicotte@faa.gov	NM Funds Distribution	(\$142.35)	
Move funds from NM to NM13. Comments: Distribution from NM to NM13				
Total Balance		\$0.00	(\$2,067.51)	\$2,067.51

3.11.6 - Funding Status Report

The Funding Status Report provides the administrators the ability to view the print cost report. This will show all costs associated to printing based on region or district, by individual event or notice. The administrator must select a funding type (all, allocated, Allocated and Approved, Approved, Approved and Spent, or Spent Only). The administrator must then select a region or district. Then click on Generate and the system will generate the report based on the parameters specified.

Print Budget Management - Reports

To generate a print cost funding status report, select your parameters below:

Funding Status Type	[all]	and all below	
Show	[select from the list below] [all] Allocated Only Allocated and Approved Approved Only Approved and Spent Spent Only		